



**Town of Harpswell**  
Planning Office  
263 Mountain Road  
P.O. Box 39  
Harpswell, ME 04079

### **PLANNING BOARD APPLICATION**

Dear Applicant:

Welcome to the Town of Harpswell Planning Board process.

The Planning Board is established in accordance with the Town of Harpswell's Basic Land Use Ordinance § 12.2. All decisions reached by the Planning Board are in accordance with and governed by the Town of Harpswell's ordinances. Copies of all ordinances are available on line at [www.harpswell.maine.gov](http://www.harpswell.maine.gov) or at the Town Office. It is recommended that you familiarize yourself with the requirements and standards of the Town's ordinances as applicable to your application review.

The regular meeting date of the Harpswell Planning Board is the 3<sup>rd</sup> Wednesday of each month. A complete application must be submitted to the Planning Office **NO later than three weeks prior to the next meeting**. The proper application fee must accompany the application.

Attached is the Planning Board application packet. Please use the checklist or refer to the ordinances as you prepare your application to determine completeness. You are encouraged to schedule a meeting with the Town Planner to discuss your proposal two months prior to submitting an application to the Planning Board. The Town Planner will be able to assist you in determining what type of application you need to submit, identify submittal materials required and answer any questions you may have. The Town Planner may be reached at (207) 833-5771 or e-mail [ceyerman@town.harpswell.me.us](mailto:ceyerman@town.harpswell.me.us)



Town of Harpswell  
Planning Board Application

Project # \_\_\_\_\_  
Map# \_\_\_\_\_ Lot# \_\_\_\_\_

Name of Applicant: _____			
Mailing Address: _____		City or Town: _____	
State: _____	Zip: _____	Telephone: _____	
E-mail Address: _____			

Name of Property Owner: _____			
Mailing Address: _____		City or Town: _____	
State: _____	Zip: _____	Telephone: _____	
E-mail Address: _____			

Name of Representative: (If applicable) _____			
Mailing Address: _____		City or Town: _____	
State: _____	Zip: _____	Telephone: _____	
E-mail Address: _____			

*The undersigned requests that the Planning Board consider the following:*

**Subject Property(s):** Tax Map: \_\_\_\_\_ Lot: \_\_\_\_\_ (and) Tax Map: \_\_\_\_\_ Lot: \_\_\_\_\_

**Physical Address(es):** \_\_\_\_\_

- ☐ 1. **Site Plan Review** (see Site Plan Review Ordinance §14 for submission requirements)
- ☐ Pre-Application Review  
☐ Plan Submission  
☐ Amendment
- ☐ 2. **Subdivision Review** (see Subdivision Ordinance §8 for submission requirements)
- ☐ Pre-Application Review  
☐ Preliminary Plan Submission  
☐ Final Plan Submission  
☐ Amendment
- ☐ 3. **Approval of Land Use in the Shoreland Zone** (see Table 1 in Shoreland Zoning Ordinance)  
(See attached checklist for submission requirements.)
- ☐ 4. **Reconstruction on Non-Conforming Structure** (See Sec. 10.3.2 of Basic Land Use Ordinance) OR **Exemption for Non-Conforming Foundation** (See Sec. 10.3.1.2 of Basic Land Use Ordinance) (See attached checklist for requirements)
- ☐ 5. **Wharf Approval** (Land Use Application, Deed and Sketch must accompany this request.)
- ☐ 6. **Other:** \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Office Use Only    Fee Paid: ☐ Planning Board   ☐ Site Plan Review   ☐ Staff Review   ☐ Subdivision   \$ \_\_\_\_\_  
Escrow Fee: \$ \_\_\_\_\_

Project # \_\_\_\_\_  
Map# \_\_\_\_\_ Lot# \_\_\_\_\_

### **BASIC PLANNING BOARD APPLICATION REQUIREMENTS**

**A complete application to the Planning Board consists of 10 copies of the following documentation** (Note: For Site Plan and Subdivision applications, please refer to the applicable ordinance(s)):

1. ☐ Planning Board Application
2. ☐ Receipt of Fees – (circle one) *Planning Board – Site Plan – Staff Review - Subdivision*
3. ☐ Land Use Application
4. ☐ Existing Conditions Site Plan to include the following information: (site plan drawn to scale)
  - ☐ Required setbacks for the edge of all boundaries (Building Envelope)
  - ☐ Zoning District Lines
  - ☐ Footprints and dimensions of all structures
  - ☐ Impermeable surface areas: includes all buildings, drives, parking areas etc.
  - ☐ High water line
  - ☐ Septic system location
  - ☐ Well location(s)
  - ☐ Square footage of lot
  - ☐ Abutting Roads
    - ☐ Road right-of-way widths if applicable
    - ☐ Amount of frontage if applicable
  - If applicable:
    - ☐ Wetlands
    - ☐ Streams, ponds, etc
    - ☐ USGS contours of 2ft (5 ft waiver, 20ft for basic application)
    - ☐ Erosion Control Plan
    - ☐ FEMA 100 yr floodplain line
5. ☐ Proposed Conditions Site Plan to show the following information:
  - ☐ All elements as required above and any changes thereof
6. ☐ Erosion control plan
7. ☐ Written description of proposed project/activity
8. ☐ Septic Plans (Subsurface Wastewater Design)
9. ☐ Letter of authorization if applicable
10. ☐ Any applications or permits from other agencies (MDOT, LOMA, DEP etc.)
11. ☐ Letter of financial capacity
12. ☐ Written description of significant archeological or historic sites/structures
13. ☐ Applicant's right, title or interest in the property (usually a copy of the deed)

#### **Reviewed for Completion:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## Town of Harpswell

P.O. Box 39  
Harpswell, ME 04079

### EFFECTIVE RATES AS OF SEPTEMBER 6, 2011

Land Use/Building Applications*		\$50.00 plus \$.12 per ft <sup>2</sup>
*Non-conforming structure		\$75.00 additional
*Permit renewal		50% of original permit fee
Blasting Permit Application (300 cubic yards or less)		\$50.00
Blasting Permit Application (300 cubic yards or more)*		\$135.00
*Planning Board application and approval required		
Flood Hazard Development Permit Application*		\$50.00
*Required if development is within FEMA designated floodplain		
Wharf Application		\$200.00
Sign Permit Application		\$25.00
Internal Plumbing	(01/18/2011)	\$12.00/fixture, minimum \$40.00
Septic (Complete system)*	(01/18/2011)	\$250.00
*If a Variance Request is required		\$30.00 additional
<b><u>Individual components and non-complete system charges vary by application type. Please see the Code Enforcement Office for more information.</u></b>		
Planning Board Application		\$135.00
Planning Board Application (Timber Harvesting ONLY)	(09/06/2012)	\$75.00
Planning Board Jurisdictional Review*	(09/06/2012)	\$75.00
*Required for relocation, reconstruction of non-conforming structures		\$60.00 additional if full Planning Board Review is required
Site Plan Review		\$135.00 Application Fee PLUS: \$50.00 (Size < 500 ft <sup>2</sup> ) \$250.00 (500-20,000 ft <sup>2</sup> ) \$500.00 (Size > 20,000 ft <sup>2</sup> )
Site Plan Review for Commercial Wharves (ONLY)	(09/06/2012)	\$135.00 – No additional ft <sup>2</sup> fee
Staff Review Committee or PB Minor Amendment	(09/06/2012)	\$75.00
Subdivision Application		\$135.00 Application Fee PLUS: \$150.00 Per Lot PLUS \$100.00 Per Lot or dwelling unit into trust account.
Significant Subdivision Revision (Adding of lots)		\$150.00 Per Lot
Minor Subdivision Revisions of lot lines, etc.)		\$135.00 Application Fee (Changing
Board of Appeals – Variance		\$135.00
Board of Appeals – Administrative		\$100.00*
*Revised 10/18/07 by Selectmen. Successful applicants will have this fee refunded.		
Mobile Food Cart Vendor Fees*	(09/06/2012)	\$50.00 Application Fee PLUS:
*License Fees double if approved for use on Town property		\$250.00 Season License \$100.00 Event License \$50.00 One Day License

**WORK BEGUN WITHOUT A VALID PERMIT IS SUBJECT TO TRIPLE THE NORMAL FEE,  
WITH A MINIMUM CHARGE OF \$250.00**